

Current FACts

FAC News to Use

August 21, 2014

FAC Spotlight: Cabinet Affirmative Action Plan Adopted

After several months spent surveying management staff throughout the cabinet, all the information was compiled and an updated Affirmative Action Plan (AAP) has been adopted.

The AAP serves as the foundation for an equal employment opportunity program that addresses:

- ✓ Recruitment, job requirements, job structure, and advancement practices.
- ✓ Upward mobility, and training opportunities to improve job performance.
- ✓ Reasonable accommodations.
- ✓ Complaint processing.
- ✓ Other related procedures and practices.



The AAP reflects the cabinet's sincere commitment to both good government and equitable treatment of all employees, and applicants seeking employment regardless of race, color, religion, sex, national origin, sexual orientation, gender identity, ancestry, age (40 or older), disability, genetic information, political affiliation or veteran status.



New Technology Help Desk Procedures

Effective Aug. 1, 2014

All service requests or incidents (troubleshooting and/or problem resolution) for the management, administration and support of servers, desktop and laptop PCs, printers, telephones or other network- and technology-related equipment must be initiated through the COT Commonwealth Service Desk

Commonwealth Service Desk business hours:

Monday - Friday from 6:30 a.m. – 6 p.m.

Saturday from 7:30 a.m. – 1 p.m.

To open a support ticket with the Commonwealth Service Desk:

Call (502) 564-7576 or (800) 372-7434 for 24/7/365

phone support. Limited phone support is provided after business hours by the COT Main Console

E-mail CommonwealthServiceDesk@ky.gov. E-mail sent after normal business hours will be addressed the following business day

When you contact the Commonwealth Service Desk, please provide:

- Full name
- Agency name
- Phone number
- Physical location
- Detailed description of the problem or inquiry

For inquiries on an existing ticket, call or e-mail the Commonwealth Service Desk and provide your ticket number. You can also log a Self Service ticket at <http://itsm.ky.gov/>.

The plan's objectives are to:

- ✓ Increase employment and advancement opportunities for minorities and females in EEO job categories.
- ✓ Correct, as necessary, employment practices that hamper affirmative action and equal employment opportunity by analyzing specific practices and implementing corrective actions.
- ✓ Strengthen accountability, reporting and evaluation.
- ✓ Promote support for affirmative action, equal employment opportunity and workforce diversity by requiring training for all cabinet employees.

Click here to see the entire plan. If you have any questions about it, please contact the Office of EEO and Contract Compliance at 502-564-2874 .

Don't Forget to Sign Up Early for KECC for Opportunity to Win \$500 Gift Card!

Anyone who submits a KECC form by 5pm on September 12 will be eligible to win a \$500 Visa gift card. Yes, you read that correctly - \$500!



To be in the drawing, you MUST submit your completed form with the donation amount you pledge to KECC (either a one-time gift of at least \$100 or a regular payroll deduction of at least \$5 per paycheck) by September 12 to your agency coordinator (listed below) or directly to Corey Buckman in the Secretary's Office.

Agency Coordinators

Charles Bush	Cabinet Coordinator	564-2312
Corey Buckman	Cabinet Cornerstone Coordinator & Sec's Office	564-1426
Terry Stephens	COT	564-6824
Barbara Barnes	Department of Revenue	564-9499
Brandy Bihl	Office of the General Counsel	564-2874
Kristi Sharp	Facilities	564-3636
Melanie West	KHEAA	696-7200
David Crume	Office of Administrative Services	564-8042
<u>Sherita Miller</u>	EEOC	564-2874
Teresa Walker	Office of Policy	564-4602
Patricia Boler	Office of the Controller	564-1449

LA Fitness Joins HumanaVitality Health Club Network

Earn vitality points every time you work out

LA Fitness joined the HumanaVitality® health club network, which increased the health club network to more than 600 facilities at discounted rates.

To get the discount and earn points, enrollment in LA Fitness should only be completed online through HumanaVitality.com. Members seeking to enroll at an LA Fitness or other club should do so by locating a facility near them via the Gym Locator tool on HumanaVitality.com.



As part of the HumanaVitality health club network, HumanaVitality members receive the following benefits from LA Fitness:

- ⇒ Reduced monthly fees for multistate LA Fitness and Signature LA Fitness facilities (\$29.99/\$39.99 month depending on membership selection)
- ⇒ Waived enrollment fees for multistate LA Fitness and Signature LA Fitness clubs
- ⇒ Vitality Points™ for visits to LA Fitness clubs awarded within 24 to 48 hours
- ⇒ LA Fitness members will use their LA Fitness Key Tag number to connect their membership with HumanaVitality.com.

2014 COT GOLF SCRAMBLE FOR KENTUCKY EMPLOYEES CHARITABLE CAMPAIGN (KECC) August 29 @ Wild Turkey Golf Course in Lawrenceburg

**Sign Up
Now**

TEE TIMES @ 8AM & 1:30PM
LUNCH PROVIDED AT NOON
PRIZES FOR 1ST & 2ND PLACE TEAMS,
CLOSEST TO THE PIN, LONGEST
DRIVE, ETC

CONTACT KIM MEYER AT
502-564-6824 OR
KIM.MEYER@KY.GOV
TO REGISTER YOUR TEAM
\$50/PERSON

